WHEREAS, In response to a request of the Board of Trustees, the Commissioner of Finance and Control, through his communication of March 19, 1975, has granted blanket approval for the payment of honoraria and consultation fees from special funds up to a maximum amount of $200.00 in each case, and

WHEREAS, It therefore becomes an obligation of the Board of Trustees to exercise control over expenditures for the specified purpose, therefore be it

RESOLVED, That the Board of Trustees authorizes expenditures, in total not to exceed the amounts stated in the following tables, for the purpose of paying honoraria and consulting fees:

1. For the Period May 1, 1975 through June 30, 1975:

<table>
<thead>
<tr>
<th>College</th>
<th>Auxiliary Services Fund</th>
<th>Educational Extension Fund</th>
<th>Federal Funds</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Central</td>
<td>$0</td>
<td>$3,000</td>
<td>$500</td>
<td>$3,500</td>
</tr>
<tr>
<td>Eastern</td>
<td>200</td>
<td>200</td>
<td>0</td>
<td>400</td>
</tr>
<tr>
<td>Southern</td>
<td>3,000</td>
<td>3,000</td>
<td>6,000</td>
<td>12,000</td>
</tr>
<tr>
<td>Western</td>
<td>1,000</td>
<td>2,000</td>
<td>0</td>
<td>3,000</td>
</tr>
</tbody>
</table>

2. For the Period July 1, 1975 through June 30, 1976:

<table>
<thead>
<tr>
<th>College</th>
<th>Auxiliary Services Fund</th>
<th>Educational Extension Fund</th>
<th>Federal Funds</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Central</td>
<td>$2,000</td>
<td>$10,300</td>
<td>$5,000</td>
<td>$17,300</td>
</tr>
<tr>
<td>Eastern</td>
<td>500</td>
<td>500</td>
<td>0</td>
<td>1,000</td>
</tr>
<tr>
<td>Southern</td>
<td>12,000</td>
<td>15,000</td>
<td>33,500</td>
<td>60,500</td>
</tr>
<tr>
<td>Western</td>
<td>3,000</td>
<td>6,000</td>
<td>0</td>
<td>9,000</td>
</tr>
</tbody>
</table>
Procedures for Requesting of Honoraria

1. Each college should submit a budget for Board approval for the period March 15, 1975 through June 30, 1975. The source of funds should be indicated.

2. A budget as described in number 1 should be submitted for the period June 1, 1975 through June 30, 1976.

3. The form which is attached should be used by all colleges. A copy of the completed form should be sent to the Central Office, attention C. A. Clow at least one week prior to the date the services will be performed.

4. The Central Office will check the requests to insure that the Finance and Control directive is being adhered to and the dollar amount approved by the Board is not being exceeded.

5. The Central Office will prepare the report requested by Finance and Control.

6. The request for honoraria must be signed by those authorized by Board of Trustees resolution to sign documents at each college.
Request for Honorarium

Check Appropriate Fund

- Auxiliary Services
- Educational Extension
- Federal
- Private

_________ Connecticut State College

Date

Request Number

Authorized Signature

Name of Lecturer:

Pertinent Background Information About Lecturer:

Date of Lecture:

Purpose of Lecture:

Honorarium Fee

Travel Expenses

Food Expenses

Lodging Expenses

Total Cost

4/1/75
Blanket Approval for Honoraria and Consultation Fees.

Blanket approval is hereby granted for the payment of honoraria and consultation fees.

We agree on the following definitions:

1. Honoraria are payments made to lecturers or speakers.

2. Consultation fees are payments for technical services of any kind.

3. Travel expenses, in accordance with state travel regulations, may be paid in addition to consultation fees but are covered in honoraria.

Honoraria and consultation fees to be charged to the special funds and not exceeding $200.00 in each case shall be allowed without prior approval of the Commissioner of Finance and Control. Prior approval of the Commissioner of Finance and Control will continue to be necessary in any instance where honoraria or consultation fees will be charged to the general fund or will exceed the limits of $200.00 in the special funds. Travel expenses, in accordance with state travel regulations, which when added to consultation fees do not exceed the $200.00 limit in each instance will be allowed without prior approval.

Invoices submitted to the State Comptroller's Office for payment of honoraria or consultation fees must show travel expenses thereon (by notation, if paid separately) to enable the Claims Division to check for the $200.00 limitation.

The blanket authorization set forth above shall not be construed as a waiver of any statutory or regulatory requirements other than the requirements for prior approval of the Commissioner of Finance and Control. Restrictions on state employees are still in effect.
June 18, 1975

TO: College Presidents: Dr. Ruth A. Haas (WCSC)
       Dr. F. Don James (CCSC)
       Dr. Manson Van B. Jennings (SCSC)
       Dr. Charles R. Webb (ECSC)

Enclosed are copies of the following resolutions which were approved by the Board of Trustees in regular session on Friday, June 13, 1975.

1. Division of Appropriations among the Colleges and Central Office for the 1975-76 Fiscal Year
2. Authorization of Expenditures from Special Funds for Honoraria and Consultation Fees
3. Extension of Provisions of Existing Student Transfer Policies to Graduates of the State Technical Colleges
4. Educational Extension Fund Fee Increase
5. Renovations to Campus Facilities
6. Amendments to the Personnel Policies as Adopted by the Board of Trustees on April 11, 1975
7. Adoption of the June 13, 1975 Final Draft of the Personnel Policies of the Board of Trustees for the State Colleges of Connecticut
8. Date for the Beginning of the 1975-76 Academic Year
9. Promotions and Sabbaticals 1975-76

JAF/b
James A. Frost
Executive Secretary

cc: Central Office Staff
    Administrative Deans and Vice Presidents